500 Women Scientists Pods Project Administrator

*Part Time Contract 15-20hrs/week, expected contract 6mo-1yr, $20-25/hour*

**START DATE:**
August 2020

**WHO WE ARE:**
500 Women Scientists was founded in the fall of 2016 with a mission to serve society by making science open, inclusive, and accessible. The organization is a non-profit and is led by an inclusive and diverse volunteer leadership team and advisory board, working to embody our organization’s mission.

**THE OPPORTUNITY:**
We seek a short-term 6 mo (with an opportunity to extend contract) contractor to spend on average 15-20 hours per week to manage the 500 Women Scientists Pods Project. The Pods are our local chapters, and the Project Administrator will work with the 500 Women Scientists leadership team to develop and implement the Project's strategy. The independent contractor (Pod Administrator) will be responsible for the Project's logistics and execution, including facilitation of (1) Communication, (2) Project logistics, and (3) Assessment and reporting of Project's progress. Details of scope of work follow below. The overall goal of this position is to support the Pods and ensure they reflect our core values of justice, equity, diversity, and inclusion (JEDI). The Pod Administrator will report to the Pods Leadership Team Executive Team Member.

**MAJOR ROLES/RESPONSIBILITIES:**
A successful candidate for this position will be a creative, social justice-oriented leader with experience developing and implementing programs and working closely with a diverse and geographically distributed team. A successful candidate will be expected to support:

- Communication
  - Participate in team calls and report project progress
  - Coordinate communication among pods and between the Pods and 500 Women Scientists leadership team
Check the Pods email regularly and answer inquiries (via email and in the dedicated Slack teams) in a timely manner (within a few days)
Coordinate and share information about 500 Women Scientists initiatives with the Pods and their leadership teams

- **Program logistics and outreach**
  Work with the 500WS Pods team to create and maintain clear operations guidelines for all Pods, including adherence to 501c3 guidelines for US-based pods
  Schedule and participate in regular meetings with:
  - 500WS Pods team
  - Pod coordinators
  - Pod Mentorship Program committee
  - Regional coordinators
  Generate and provide summary information for 500WS board meetings and grant proposals
  Support the 500WS social media team with posts about Pod activities, press releases, and presentations;
  Develop a system for pods to report their activities
  Organize and update pod resources in the Google Drive and on the website
  Manage translations of resources in multiple languages
  Conduct regular check-ins with pod coordinators
  Assist pods and regions in maintaining active coordinators
  Work with the Quarterly Newsletter team to release the newsletter.

- **Assessment and reporting of program progress**
  Propose program evaluation methods and metrics to inform project activities and fundraising

* Other duties may also be requested

**EDUCATION & EXPERIENCE (REQUIRED):**
Bachelor's degree in any discipline with 2+ years of relevant experience or combination of education, training, and relevant experience in operations or project management. Prior experience performing work related to diversity, equity, and inclusion is required.

**KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):**
- Demonstrated oral, written, and analytical skills
- Ability to work independently and remotely with a diverse team
- Knowledge of 501(c)3 organizations or similar experience
- Strong project management and excellent organizational skills
- Strong proficiency with Microsoft programs, Google GSuite, and Slack.

**PHYSICAL REQUIREMENTS:**
- Perform desk-based computer tasks
- Frequently use a telephone or video conference platforms for meetings
• Ability to present information/communicate with others.

Consistent with its obligations under the law, 500 Women Scientists will provide reasonable accommodation to any employee or contractor with a disability who requires accommodation to perform the essential functions of the job.

**DESIRED QUALIFICATIONS:**

• Strong interest or educational background in STEMM environments, educational programs, professional development activities, program evaluation, and/or diversity and inclusion
• Experience compiling, analyzing, and reporting data, including experience in program assessment
• Ability to exercise good judgment under pressure
• Prior experience with presenting information to others and training participants
• Willingness to use Slack notifications or otherwise aim to respond to direct messages and emails from leadership team members within a few hours (during normal work hours).

**WORK STANDARDS:**

• Interpersonal Skills: Demonstrate the ability to work well with a diverse team, advisory board, and external partner organizations.
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for psychological safety
• Subject to and expected to comply with all applicable 500 Women Scientists policies and procedures.

**HOW TO APPLY**

Applications open until **July 27, 2020 EOD**. To apply, please send a resume/CV and cover letter to pods@500womenscientists.org, with “Pods Project Administrator position” in the subject line.

500 Women Scientists is committed to equity and inclusion and to creating a work culture that reflects our mission and values.